

# Marsden Valley Education Centre In Shantytown

## Risk Management.

*This document was prepared in January 2011. To be updated as need arises, or in any case, in January 2012.*

*This document is applicable to Students on the Shantytown site. It is intended as a guideline for visiting schools but it is the responsibility of the visit leader to ensure that they apply to their visit and their school policy.*

*All visiting classes must bring at least one additional adult.*

<b>ACTIVITY</b>	<b>POTENTIAL RISKS</b>	<b>PREVENTION</b>	<b>RESPONSIBILITY OF</b>	<b>EMERGENCY ACTION</b>
<b>Stables Area Horse</b>	Walking into equipment, hooks etc Falls from carts/wagon/coach. Kicks, allergic reaction	Strict adult supervision. No climbing on carts, wagons or buggies	Class Teacher Responsible adult Shantytown staff	Remove children to safe distance. First aid treatment as appropriate.
<b>Forges</b>	Burns/sparks/fire	Safety lines to be drawn so that students are at a safe distance.	Shantytown Supervising adults	Remove children to safe distance. First aid as required
<b>Washday</b>	Spillages (water) Allergy to soap Burns from flat irons Fingers/hair trapped In village pump Slipping on wet concrete or grass	Half full buckets only Students to keep to pathways, not walk across grass. No running ! Check for medical conditions before use. Strict adult supervision. Small groups of children. Adult supervision whilst using pump	All supervising adults	First aid as applicable  Stop activity.
<b>Chinatown Carrying ta'ams Steps Tunnel River</b>	Slips and falls Strains Accidental injury from poles.  <i>Collision with others</i>  Falling on river bank	No running in area. Warn about slippery steps etc. Children only to carry weights if they can lift easily. Keep in single file to avoid injury. Check footwear (no sandals) Only to work at riverside under supervision.	All supervising adults	Stop activity. First aid as appropriate.
<b>Gold Mining Sluice demonstration Use of gold cradle.</b>	Slips and falls  Cradle falls off rocker Collecting water	Students to remain behind fence but not to climb on it. Walk at all times. Only to be used in small groups (6) Strict adult supervision.	All supervising adults  Shantytown staff	First aid as appropriate  Call for assistance from other adults.



	Hit by shovel handle	Assisting adults to be given instructions before use.	Supervising adults	
<b>Railway Station/train ride/ Sawmill</b>	Fall from platform or carriage Burns  Tramway Crossing  Slips and falls	Students to line up at rear of platform. Quiet and orderly and no running at all times. Adults to stand by carriage doors to assist while students get in and out of carriages. No leaning or holding heads/arms out of carriage windows. Students must sit or kneel on seats while train is moving. Guard in carriage with school. Students to keep to rear of engine cab when viewing. Go through in single file Adult to stand at top of steps or at bottom of ramp to supervise students and prevent falls. Adult to stand by steps at far side to supervise students descending. Follow road crossing rules when crossing railway lines <i>No climbing over barriers.</i>	Supervising adults  Shantytown staff	First aid and emergency treatment as required  Call guard to stop train.
<b>Bush and tailing walks, shelter building.</b>	Scratches and injury from branches. Trips, slips and falls	Walks to be inspected and pruned regularly. Suitable footwear only. Single file. Adults spaced regularly throughout group No running. Warn girls to lift dresses. Use of handrails where available	All supervising adults	First aid as required. If victim cannot be moved, one adult to go for assistance.
<b>Artefacts and machinery</b>	Dropping on foot etc. Trapping of hands/hair	Artefacts handled only under strict adult supervision.	All supervising adults	First aid as required.
<b>Jailhouse/Stocks</b>	Fingers/limbs trapped in door. Strain from lifting weight.	Students supervised at all times, Students to be informed of danger from doors. Doors to remain open at all times.	All supervising adults	Remove students to classroom First aid as required.
<b>Ross Hall stairs</b>	Slips and falls	Single file. Hold banister rail. Warn girls to lift dresses.	All	First aid as appropriate. Remove uninjured children to classroom
<b>Classroom</b>	Slip on floor Injury from ink pens	Supervision of students at all times. Enter classroom quietly and slowly. No running, pushing etc.	All	First aid as appropriate



<b>Playground games</b>	Slips and falls. Twisted ankles using stilts Hit by horseshoe whilst playing quoits	Adult to supervise at all times. Walking only on stilts. (No jumping, running barging games)	All supervising adults	First aid as appropriate
<b>Playground (swings etc)</b>	Falls Hit by equipment	Direct supervision by teacher. Prevent any dangerous games.	Supervising adults	First aid as appropriate Remove uninjured children to safe area.
<b>General Township Animals</b>	Bites/pecks/scratches Allergic reactions	Children warned not to approach animals	All supervising adults	First aid as appropriate.
<b>Visitors</b>	Inappropriate behaviour	Young students always to be in pairs especially when visiting toilets. Students aware of potential danger		Inform senior Shantytown staff immediately
<b>Train movement</b>	Hit by vehicle	Follow road crossing rules when crossing track.		
<b>Steam Shed</b>	Moving Trains Inspection Pit Hot metalwork and open fires Falls from engine	Classes only to visit under strict supervision and with permission of steam manager. Clear guidelines prior. Designate safe places to stand and ensure class does this. Only on engines with adult help and supervision	All supervising adults. Steam shed staff	First aid as appropriate.
<b>Cooking Activities.</b>	Hot surfaces and open fires. Splashes with hot liquid	Water bucket by open fires. Strict adult supervision at all times. Children given clear safety guidelines. Groups to be limited in size according to staff availability.	All supervising staff.	First aid as appropriate.
<b>Natural Hazards</b>	Bee stings etc. Allergic reactions	Awareness of insects/appropriate reactions. Staff have knowledge of children at risk	All supervising adults	First aid as appropriate.
<b>Creek/stream</b>	Drowning Slips and falls Wet clothing	Students given clear guidelines Adult supervision of each group Shantytown staff to assess level of stream before activity. No access if water is high. Suitable footwear.	Shantytown All adult helpers	Shower and warm clothing available First aid as appropriate



<b>Using pullies and levers.</b>	Dropping on foot. Straining muscles. Falling.	Students given clear guidelines. Adult supervision of each group. Work in small groups where possible.	All supervising adults.	First aid as appropriate.
<b>Fire or Earthquake</b>  <b>Fire or Earthquake cont.</b>	Students trapped. Students entering buildings to collect belongings.  Students in shock Hurt by debris	If alarm sounds, all students and adults to walk to main entrance and line up on grass area in car park for roll call. Clear instructions to be issued at start of every visit.  For overnight stays, practice roll calls and simulated exercise.  Stop and drop Follow evacuation as for fire when tremor stops	All Adults	Fire Services called.  First aid as appropriate

## NOTES:

- ❖ *All activities provided by Shantytown have been carefully prepared. However, should you feel uncertain about the safety of any activity for your class, it is your responsibility to halt the activity and withdraw your children. Staff at the LEOTC centre respect this right and appreciate constructive comment.*
- ❖ Shantytown has several trained first aiders but a trained first aider from the school is a valuable asset.
- ❖ Full first aid kits are available in the office and class base. Please provide adult helpers with small kits for minor injuries.
- ❖ All injuries must be reported to Shantytown Staff and recorded.
- ❖ In the case of injury, trained first aiders in consultation with the class teacher will assess the situation. If hospital treatment is considered advisable an ambulance will be called or transport to hospital provided. Your school will be contacted so that parents can be called.
- ❖ **Shantytown staff must be informed about any student with medical conditions prior to or on arrival at the centre.**
- ❖ Any pre-school children must be under the strict supervision of a parent or guardian.



- ❖ **Adults accompanied by pre-schoolers should not be counted as a responsible adult when working out child/adult ratios.**
- ❖ **Any children with asthma should carry their own inhaler at all times.**
- ❖ The overall behaviour of the class is the responsibility of the class teacher throughout your visit.
- ❖ For many of the activities that form part of the programmes, groups will be working independently in various locations on site. It is the responsibility of the class teacher to allocate adults to those groups which require close supervision.
- ❖ ***Please note: There is no cell phone coverage at Shantytown.***

